



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

*If you have request, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 153
D287S De Bono, Edward
Six Thinking Hats. Little, Brown and Co., 1999. *Of course when you want room to expand and let your ideas grow and take shape, nothing beats a stovepipe.*
- 153.14
G795T Green, Cynthia R.
Total Memory Workout: 8 Easy Steps to Maximum Memory Fitness. Bantam Bks., 1999. *Whew - I can't remember when I've been so tired.*
- 650.1
R993O Rye, David E.
1,001 Ways to Get Promoted. Career Pr., 2000. *Let's see - leaving a subliminal message on their voice mail - hmmm.....*
- 158.2
W427P Weisinger, Hendrie
The Power of Positive Criticism. AMACOM, 2000. *What about less-lousy and not-as-crummy.*

CAREER

- 133.5
R234S Rathgeb, Marlene Masini
Success Signs: A Practical Guide to Career Fulfillment. St. Martin's Griffin, 1999. *According to this I can't have another employee review until 2006 when Jupiter takes a year long run through my house of daily work.*

COMMUNICATION

- 651.75
B327B Basye, Anne
Business Letters Ready to Go! NTC Bus. Bks., 1998. *I'd like two Resolving Complaint Letters - easy on the apologizing - and one Expressing Thanks. Hold the signatures please!*
- 153.6
H363G Hathaway, Patti
Giving and Receiving Feedback. rev. ed. Crisp Pub. Inc., 1998. *You must be careful, I've seen some preliminary studies that hint that too much negative feedback might be detrimental to the ozone layer - at least over the Arctic Circle.*
- 428.2
O52G Olson, Judith
Grammar Essentials. Learning Express, 1997. *If I can't get my subjects and verbs to agree, I might have to consider binding arbitration.*

COMPUTERS

- 613.62
E319P Egoscue, Pete and Roger Gittines
Pain Free at Your PC. Bantam Bks, 1999. *This will enable you to work for hours before having to access your Ouch file.*

MANAGEMENT

- 658
A923S Augustine, Norman and Kenneth Adelman
Shakespeare in Charge: The Bard's Guide to Leading and Succeeding on the Business Stage. Hyperion, 1999. *The Shakespearean management theory I put most stock in is - Hamlet's - The Ghost Knows Best.*
- 658.406
G213T Garber, Peter R.
Turbulent Change: Every Working Person's Survival Guide. Daview-Black Pub., 1999. *Casualties depend of course on how close the epicenter is to the status quo.*
- 658.314
H314G Harris, Jim
Getting Employees to Fall in Love with Your Company. AMACOM, 1996. *No woos is bad news.*
- 658.812
H466O Heil, Gary, Tom Parker and Deborah C. Stephens
One Size Fits One: Building Relationships One Customer and One Employee at a Time. John Wiley & Sons, 1997. *I guess you can't rely on those extra-large customer service objectives anymore.*
- 658.40019
K913B Krause, Donald G.
The Book of Five Rings for Executives. Nicholas Brealoy Pub., 1999. *Who would've thought so much could be accomplished with just the simple addition of a samurai sword.*
- 658.1552
O526A Olson, Jeff
The Agile Manager's Guide to Cutting Costs. Velocity Bus. Pub. Inc., 1997. *If you want to do something a little bit fancier than the traditional across the board trim. How about line item dreadlocks?*
- 658.4038
P524K Pfeffer, Jeffrey and Robert I. Sutton
The Knowing-Doing Gap: How Smart Companies Turn Knowledge into Action. Harvard Bus. Sch. Pr., 1999. *Of course, if you're looking for a short cut, there is the Conventional Wisdom Footbridge - just don't step too hard.*
- 658.45
Y23M Yankelovich, Daniel
The Magic of Dialogue: Transforming Conflict into Cooperation. Simon & Schuster, 1999. *Once you get disagreements to disappear you can move on to 747s.*

SPECIFIC SKILLS

- 428.43
B493SP Berg, Howard Stephen and Marcus Congers
Speed-Reading: The Easy Way. Barrons, 1998. *Personally, I think the easiest way might be to have both your book and your favorite reading chair attain a velocity near the speed of light - thereby slowing down time and allowing you to read more in less time but ...*
- 513.14
P532A Phagan, R. Jesse
Applied Mathematics. Goodheart-Willcox Co. Inc., 1997. *This could easily get down to the square root of your difficulties - especially if you're using a calculator.*

WORK ENVIRONMENT

- 650.13
F919H Fritz, Roger and Kristie Kennard
How to Manage Your Boss. Career Pr., 1994. *First you simply have to go out and buy a good pair of kid gloves.*
- 650.1
L581P Leonard, Thomas J.
Portable Coach: 28 Surefire Strategies for Business and Personal Success. Scribner, 1998. *If you like taking your lockerroom advice and pep talks without steam, sweaty bodies and funky uniforms.*